

## 2015 - HECKSCHER PARK SPECIAL EVENT REQUIREMENTS CHECK LIST

EVENT	DATE	
<b>REQUIREMENTS</b> <i><b><u>"IF YOU DO NOT SUBMIT ALL DOCUMENTS FIFTEEN (15) BUSINESS DAYS PRIOR TO YOUR SCHEDULED EVENT, YOUR EVENT MAY BE IN JEOPARDY OF NOT GOING FORWARD AS PLANNED."</u></b></i>	<b>DATE RECEIVED</b> <b>MUST BE 15 BUSINESS DAYS</b> <b>PRIOR TO EVENT</b>	<b>DATE RETURNED</b> <b>(IF APPLICABLE)</b>
Basic Application Fee (one-day-event \$50.00 non-refundable)		
Basic Permit Fee - one-day –event \$50.00		
Special Application Fee (Attractions/Equipment \$200.00 non-refundable)		
Special Permit Fee –One Day- Attractions/Equipment \$200.00		
Special Permit Fee –Two Day-Attractions/Equipment \$400.00		
Special Permit Fee –Two Day-Attractions/Equipment \$600.00		
Equipment Deposit		
Equipment Fee (s)		
Security Fee (s) -(Public Safety-351-3167)		
Performance Bond/Certified Check (\$1,000)		
Insurance (\$2 million each Occurrence) Naming TOH and the Town of Huntington Board of Trustees as Certificate Holder & Additional insured. The TOH Address, 100 Main Street Huntington N.Y. 11743. The Date and Location of event on insurance certificate.		
Suffolk County Health Department –COPY of application submitted to SCHD to serve food at event (631-852-5997). Required by food vendor and organizer.		
Suffolk County Dept. of Health Services Vendor’s Application & Permit for Temporary Event for the Food Vendor or, in the case of a Vendor with a mobile unit, a copy of its annual permit from the Suffolk County Dept. of Health Services.		
Insurance Certificate from each Food Vendor for General Liability Insurance in the amount of \$2 million dollars. Certificates must name the Town of Huntington and the Town of Huntington Board of Trustees as Certificate Holders and Additional Named Insured’s, by endorsement, and must include the name, date and location of the event.		
NYS Liquor Authority Permits-For The Service of Beer or Wine. <a href="http://www.sla.ny.gov">www.sla.ny.gov</a> (518-474-3114.)		
Amplification Permit - (Town Clerk-351-3206)		
Tent Permit (s) - (Fire Prevention-351-3138)		
Propane Certificate -(Fire Prevention-351-3138)		
Copies of all Advertising (pertaining to event)		
All Vendors List, Addresses, Phone Numbers & Items for sale with Price List		
Hold Harmless Agreement By Appointment Only (Diane Wilbur-351-3347)		
Chapin Rainbow Stage Application Fee (\$50)		
Chapin Rainbow Stage Performance Bond (\$1000)		
Insurance (\$2 million) naming Huntington Arts Council as Certificate Holder & Additional Insured		
Issuance of Arts Council Invoice for Technical Staff		
Payment of Arts Council Invoice for Technical Staff		